

Position Description

Financial Program Supervisor – Accounts Receivable

POSITION SUMMARY

Under the general supervision of the Financial Management Supervisor, this position serves as the State Controller's Office Subject Matter Expert for the Accounts Receivable subsystem. This position manages staff and the daily operations of the Central Federal Draw program, which directs the transfer of approximately \$8.4 billion in Federal cash from the U.S. Treasury to the State annually. The position will ensure that the transfers are made in accordance with the Cash Management Improvement Act, and the Treasury-State Agreement. In addition, this position will monitor the flow of accounts receivable transactions within the state and assist agencies in resolving a variety of issues within the STAR system. And, the position will coordinate the transitioning of paper lockbox and electronic payment applications to PeopleSoft-compatible applications that receive electronic deposit files from the state's bank in order to update agency accounts receivable balances in STAR.

Time Goals and Worker Activities

30% A. Supervise, guide, train and develop Accounts Receivable personnel.

A1. Develop long and short-range plans for staffing, equipment, and training needs for Accounts Receivable staff.

A2. Oversee and guide staff, setting daily priorities to assure the timely completion of Tasks. Include review work for accuracy and completeness. Monitor productivity and provide motivation and feedback.

A3. Guide staff to develop effective career paths.

A4. Evaluate service and workload levels and assign work to staff in a manner which maintains appropriate customer service.

A5. Develop, implement, and modify policies and procedures as needed and assure that all staff are following the same policies, procedures and appropriate internal controls are in place.

A6. Oversee the training of new employees and provide training to existing staff for any new policies, procedures or tasks assigned.

A7. Interview candidates for staff vacancies and make hiring recommendations to the Financial Manager Supervisor.

A8. Represent Treasury Section of the State Controller's Office and serve as team leader on internal and external departmental teams and projects as needed.

20% B. Serve as the State Controller's Office Subject Matter Expert for the Accounts Receivable Subsystem in STAR.

B1. Along the STAR-SSO, co-lead the Accounts Receivable User Group.

B2. Assist agencies in troubleshooting and resolving Accounts Receivable issues.

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B3. Develop and maintain Accounts Receivable policies and procedures for the enterprise.

B4. Continue to refine the SCO monthly checklist for the Accounts Receivable subsystem.

B5. Develop PS queries and data analysis procedures to activity monitor AR activity for accuracy.

20% C. Manage the daily operations of the Central Federal Draw Program – a DOA enterprise shared service.

C1. Oversee the process used to determine the amount of Federal cash to be transferred to the State each day.

C2. Ensure that Federal draws are performed in accordance with the Cash Management Improvement Act, and the Treasury-State Agreement.

C3. Ensure that all required Federal reconciliations are performed timely.

C4. Assist agencies in identifying and resolving Federal billing issues within STAR.

C5. Continue to develop and maintain processes to proactively monitor the State's Central Federal draw program.

15% D. Manage enterprise compliance with the Cash Management Improvement Act (CMIA).

D1. Ensure that DOA-Agency CMIA Memoranda of Understanding are updated and resigned each year.

D2. Prepare and negotiate the annual CMIA Treasury-State Agreement.

D3. Prepare the CMIA Annual Report of interest liabilities.

D4. Respond to any audit recommendations issued by the Legislative Audit Bureau.

D5. Prepare the CMIA Annual report of interest liabilities.

10% E. Support the conversion of agency accounts receivable applications so that they are PeopleSoft - compatible.

E1. Develop a standard process for agencies to follow in converting their receipting applications.

E2. Determine the applications that are a high priority for conversion.

E3. Act as liaison between the agencies and the state bank to facilitate the conversion process.

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5% F. Other duties as assigned.

F1. Perform other special projects at the request of the Financial Management Supervisor.

Knowledge, Skills, and Abilities

1. Demonstrated ability to work with an integrated ERP system.
2. Ability to train and direct staff in an operational setting.
3. Ability to monitor performance, based on pre-established service-levels.
4. Strong interpersonal communication skills.
5. Advanced-level skills in Microsoft Excel.
6. Thorough knowledge of accounting principles and theory.
7. Thorough knowledge of governmental accounting principles and practices.
8. Knowledge of an integrated accounting/financial management system, such as an ERP system.
9. Ability to prepare and analyze complex accounting reports and statements.
10. Ability to manage projects.
11. Ability to effectively supervise employees including the ability to train professional accountants to carry on independent accounting duties.
12. Ability to provide technical advice on complex accounting issues and practices.
13. Ability to establish and maintain effective working relationships with others.
14. Proven supervisory skills and the ability to engage employees in their duties and enhance their skill sets.
15. Ability to interpret statutory requirements and policies and implement those directives.
16. Ability to analyze policies and procedures for more effective and efficient outcomes.
17. Knowledge of policy development methods.
18. Strong oral and written communications skills.